



JOB DESCRIPTION

Title: **FACILITIES WORK COORDINATOR**
Department: Administrative and Development
Services/Purchasing
Class Code: 7185
FLSA Status: Non-Exempt
Effective Date: July 1, 2008 (Rev. 07/2011)
Grade Number: 17

GENERAL PURPOSE

Under the general direction of the Deputy City Recorder/Purchasing Agent, coordinates carpentry, electrical, plumbing, and Heating, Ventilation, and Air Conditioning (HVAC) maintenance, repair and construction activities of City Hall and other City buildings as needed. Modifies buildings in compliance with the Americans with Disabilities Act (ADA).

EXAMPLE OF DUTIES

- *-- Receives, prioritizes, schedules, and monitors maintenance work requests, contract services, and preventative maintenance for HVAC, plumbing, electrical, carpentry work, roofing and grounds.
- *-- Coordinates with contractors and vendors, reviews quotes and estimates, schedules dates and time for completion.
- *-- Ensures that work is completed in a safe manner, per code and within compliance with the ADA.
- *-- Performs hands on repairs, maintenance work, replacements, construction remodels, cabinetry making and installation.
- *-- Conducts special projects at the request of other departments to include remodels, emergency repairs, and safety compliance.
- *-- Supervises contracted custodial services and grounds maintenance services.
- *-- Assists Deputy City Recorder/Purchasing Agent with building facility improvements and department's operating and capital budget.
- *-- Maintains the operation of emergency generators to ensure proper operation.

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- *-- Assists City Recorder with facilities work requests software program to track facility work requests for cost analysis and cost benefit.
- *-- Communicates with other City supervisors, employees, vendors, contractors, to assess facilities building improvements and maintenance.
- *-- Attends Emergency Preparedness and Safety Meetings as needed to assess needs.
- Prepares rooms for scheduled meetings and arranges after-hours access.
- Schedules activities to avoid disruption of services to internal and external customers.
- Advises Deputy City Recorder/Purchasing Agent and other departments of technical problems encountered and suggests possible solutions.
- Maintains a comfortable work environment and meeting location for internal and external customers.
- Attends training and educational classes as needed to keep informed of facilities maintenance issues.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from High School plus four (4) years of related employment in the building trades, and two (2) years direct experience in facilities maintenance using a computerized work request data system.

Special Requirements

- Certification of Journey Level carpentry skills, desired.
- Must have a valid Utah Driver's License.

Necessary Knowledge, Skills and Abilities

- Considerable knowledge of construction practices and procedures; considerable knowledge of maintenance and repair work; considerable knowledge of rough and finished carpentry techniques; considerable knowledge of carpentry supplies, equipment and their use; considerable knowledge of lumber grades and types and their adaptability to various uses; considerable knowledge of modern methods and techniques of building construction and construction materials; considerable knowledge of preparing walls and woodwork for various types of refinishing; thorough knowledge of proper safety techniques and procedures.

- Skill in the operation of a variety of hand tools and equipment common to the building trades and/or H.V.A.C., filtration systems, etc.
- Skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.
- Ability to follow written and verbal instructions; ability to communicate, both verbally and in writing; ability to work with co-workers and the public.

TOOLS & EQUIPMENT

- Various hand and power tools, cell phone, computer.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand; walk; talk or hear; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in a construction, maintenance setting. The noise level in the work environment is usually loud.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.